

***UNITED STATES
DEPARTMENT OF AGRICULTURE***

***DEPARTMENTAL ADMINISTRATION
OFFICE OF OPERATIONS***

OCCUPANT EMERGENCY PLAN

***GEORGE WASHINGTON CARVER CENTER
BELTSVILLE, MARYLAND***

**Under Federal Property Management
Regulations 101.20.103-4**

Reviewed by: _____

**General Services Administration
Federal Protective Service
Physical Security Section**

FOREWORD

This Occupant Emergency Plan (OEP) has been developed by the Office of Operations in cooperation with the agencies at the United States Department of Agriculture (USDA). George Washington Carver Center in Beltsville, Maryland. It complies with the Federal Property Management Regulation, which requires that every federal facility (owned or leased) develop and maintain an OEP. The plan describes the responsibilities of the Office of Operations; the responsibilities of other USDA Agencies; the duties of organization team members; the responsibilities and specific actions to be taken by occupants to protect themselves from injury. Also, included in the floor plans, diagrams, organization charts, and telephone numbers to help every employee understand and execute the plan.

Become familiar with this plan! A thorough knowledge of the emergency procedures will help ensure our safety and protection in a real emergency and provide a safer and more pleasant work environment.

If you have any questions or comments on this plan, please direct them to the Office of Operations, George Washington Carver Center, Customer Service Director on (301) 504-1776.

Priscilla B. Carey
Director of Operations

Building Information Sheet

Building name UNITED STATES DEPARTMENT OF AGRICULTURE

Building number GEORGE WASHINGTON CARVER CENTER

Address 5601 SUNNYSIDE AVENUE BELTSVILLE MARYLAND 20705

Year building completed 1997

Type of construction STEEL FRAME, MASONRY/CMU/ENCLOSURE 1ST AND LOWER LEVEL GLAZED WINDOW SYSTEM 2ND LEVEL

Number of floors BUILDINGS 1 & 2, (3) FLOORS, BUILDINGS 3 & 4 (2) FLOORS

Mezzanine(s) NONE BRIDGE LINK BETWEEN BUILDING 1 & 4 THRU ENTRY BUILDING

Basement(s) LOWER LEVEL BASEMENTS IN BUILDING 1 & 2

Gross floor area 369,471 square feet

Net assignable floor space 251,983 square feet

Government occupied floors GOVERNMENT OCCUPIES ENTIRE COMPLEX

Other Tenants NONE

Fire alarm system and signals MULTIPLEX/ADDRESSABLE SYSTEM

Automatic sprinkler system WET-PIPE SYSTEM

Voice communications systems NONE

Elevator capture and recall system ACTIVATED BY HEAT AND SMOKE SENSING DEVICES OR KEY-OPERATED SWITCH

Building Information Sheet (Continued)

Smoke detection system PHOTOELECTRIC AND IONIZATION SMOKE DETECTORS
ADDRESSABLE TYPE

Standpipe system HOSE VALUE CABINET IN STAIRWAYS.

Other fire protection systems, such as heat-detection system, fire pumps, etc.
HEAT DETECTOR. ADDRESSABLE. MANUAL PULL STATIONS, ADDRESSABLE

Emergency lighting system CONNECTED TO EMERGENCY POWER PANELS

Security alarm system SURVEILLANCE CLOSED CIRCUIT TELEVISION SYSTEM,
CARD READER ACCESS CONTROL SYSTEM, AND CENTRAL COMPUTER CONTROL
CENTER.

Power generators EMERGENCY GENERATORS, DIESEL ENGINE-DRIVEN.

Main/auxiliary water valves DOMESTIC WATER AND SPRINKLER SYSTEMS

Main/auxiliary gas valves NATURAL GAS PIPING SYSTEM

REPORTING EMERGENCIES

Type of Emergency

Action Required

FIRE

Pull Building Alarm

MEDICAL EMERGENCY

USDA Health Unit

Call (301) 504-2398

Ambulance

Call 911

HAZARDOUS AND OR EXPLOSIVE MATERIALS

Melwood Project Manager

Call (301) 504-2411

USDA Customer Services Director

Call (301) 504-1776

Prince Georges County Fire Emergency

Call 911

POWER FAILURE

Melwood Project Manager

Call (301) 504-2411

USDA Customer Services Director

Call (301) 504-1776

Police Services

USDA Protective Operations

Call (301) 504-2421

Prince Georges County or Federal Park Police

Call 911

GSA Control Center

Call (202) 708-1111

Guard Service (24 hours)

Call (301) 504-2366, 67 or 68

USDA Customer Services Director

Call (301) 504-1776

TABLE OF CONTENTS

Section	Title	Page
I	Responsibilities	
	Office of Operations	I-1
	USDA Agencies & Occupants	I-2
II	Instructions for Occupant Emergency Plan Participants	
	Emergency Notification	II-1
	Evacuation	II-2
	Fire	II-3
	Bomb Threat	II-4
	Medical Emergencies	II-5
	Terrorist Incident/Hostage Taking	II-6
	Hazardous Materials	II-7
	Demonstrations	II-8
	Power Failure	II-9
	Weather-Related Emergencies	II-10
III	Organization	
	Emergency Command	III-1
	Emergency Command Post Team	III-2
	Designated Official	III-3
	Floor Monitor	III-4
	Area Monitor	III-5
	Stairwell Monitor	III-6
	Link Monitor.....	III-7
	Disabled Employees and Helpers	III-8
	Emergency Response Team	III-9
	Security Advisor	III-10
	Administrative Officer	III-11
	Medical Coordinator	III-12

TABLE OF CONTENTS (CONTINUED)

Section	Title	Page
IV	Plan	
	Medical & First Aid	IV-1
	Natural Disasters (During Emergency).....	IV-2
	Fire	IV-3
	Bomb Incident/Explosion	IV-4
	Hazardous Materials/Gas	IV-5
	Demonstrations	IV-6
	Power Failure	IV-7
	Child Care Center Policy	IV-8
V	Floor Monitors	
	Radio Numbers.....	V-1
	Command Post Team.....	V-2
	Building Monitors.....	V-3 thru V-18
VI	Floor Plans Building one (1) thru (4).....	Appendix I

SECTION I

RESPONSIBILITIES

Office of Operations

The responsibility for managing an emergency at the USDA George Washington Carver Center in Beltsville, Maryland, rests within the Office of Operations. This responsibility includes the development of the OEP as well as providing for adequate staffing and training of the emergency organization as set forth in 41 CFR 101-20.5.

In setting up the plan and organization, and for the successful resolution of emergencies, the Office of Operations may enlist resources of security personnel, contract employees, local police, fire and other authorities as well as the resources of USDA personnel and the Office of Operations staff personnel for information, execution and coordination.

The Office of Operations will appoint designated officials and other organizational members as needed (Section III). In addition, the Office of Operations will request nominations from Agencies for appointments as floor monitors, area monitors, stairwell monitors and persons trained in emergency medical procedures, e.g., CPR, to resolve emergencies and to assist employees with disabilities as described in Section II.

USDA Agencies

USDA Agencies and Staff Offices are responsible for nominating key personnel, as requested by the Office of Operations and as required by the OEP, to positions in the occupant emergency organization (see Section III). These positions include floor monitors, area monitors, stairwell monitors, and emergency medical personnel.

USDA Agencies and Staff Offices are also responsible for ensuring that occupants in their geographic area(s) receive and understand the procedures of the OEP; that agency personnel are familiar with building exiting and reentering procedures (Appendix 1); and that agency personnel know their designated floor, area, link, and stairwell monitors in the event of an emergency (see Appendix 1).

Occupants

Occupants should know the floor monitors, area monitors, link monitors and stairwell monitors in their geographic area (see Appendix 1). All directions given to manage an emergency will come from the Designated Official (DO). If evacuation of any floor, or building is necessary, occupants will exit the building following the instructions described in Appendix 1. Also, Section III gives general procedures in the event of particular types of emergencies, and Appendix 1 contains the specific exit routes and staging areas used by employees by area. Occupants should read and learn the appendixes in order to understand how to protect themselves if an emergency occurs.

SECTION II

INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS

Emergency Notification

Fire Alarm:

The USDA George Washington Carver Center is equipped with a fire alarm system which, when activated by a manual station located in the hallways or by the activation of a sprinkler, will alert occupants with an audible alarm and flashing lights.

ALL EMPLOYEES MUST IMMEDIATELY EVACUATE THROUGH THE NEAREST EXIT. UNDER NO CIRCUMSTANCES ARE UNAUTHORIZED EMPLOYEES TO REMAIN IN THE BUILDING WHEN THE ALARM HAS BEEN ACTIVATED.

Door- to- Door Notification:

Certain emergency situations may require employees to be notified individually. In such circumstances, monitors, security guards or federal police officers will go from office-to-office providing specific instructions. Employees are expected to follow those instructions immediately. Stairwell and floor monitors will direct employees along the evacuation route. Information will be provided once employees have gathered at the specified staging area.

All Clear Announcements:

At the end of an emergency or an exercise, a signal will be given for evacuees to return to their work stations. The signal to return will be all clear from the security guards or three short blasts of a portable horn.

Evacuation

In most emergencies, which could threaten the occupants of the USDA George Washington Carver Center, evacuation is the primary method of mitigating the effects of the hazard. An entire building or specific areas may be evacuated, depending on the nature of the event. Methods of notification (see Emergency Notification, page II-1) have been developed to alert the occupants of the necessity of evacuation. In addition, each agency has assigned employees who act as floor, area, link, stairwell monitors, and disabled employee helpers. Their specific tasks are to direct employees along authorized evacuation routes, prevent employees from entering hazardous areas and insure that all occupants have departed the area. All employees will observe the following when notified to evacuate:

1. All employees will evacuate the area. Under no circumstances will unauthorized personnel be allowed to remain. (Note: Disciplinary action could result if any employee refuses to evacuate, or enters prohibited area.)
2. Do not use the elevator. Evacuate by the stairwell, as directed by the monitors.
3. Do not stand on the sidewalk beside the building. Once outside, employees are to proceed to the designated SAFE AREAS.
4. If directed, assist in the evacuation of employees with disabilities or injured employees. The monitors will be given specific instructions by the designated official or Fire Department officials.
5. Do not panic. Do not run. Take only personal belongings and clothing necessary to protect oneself from the weather. (Note: Please take your purse or wallet.)
6. Become acquainted with your floor, area, link, and stairwell monitors, evacuation routes and exits.

Fire

Although all possible steps have been taken to minimize the risk of fire, it remains a threat to the occupants of the USDA George Washington Carver Center. Employees must be alert to the possibility of a fire and be prepared to take the following actions.

1. Know where the nearest exit, fire alarm manual station and fire extinguisher is located.
2. If you smell smoke, but do not detect a fire, immediately call the USDA George Washington Carver Center Hotline at (301) 504-2411, giving your name, agency, telephone number and location. USDA personnel will investigate the cause and act accordingly. After normal work hours contact 24 hour security at (301) 504-2367.
3. If you detect a fire, immediately pull the fire alarm and notify your supervisor, a fellow employee or floor monitor of its location and begin evacuating the area. Remember, *the major cause of death in fire is by smoke or toxic gas inhalation*. Most modern furnishings, from rugs to tables, emit toxic gases when on fire. Take every action to avoid smoke.
4. Follow the instructions of floor, stairwell, link, and area monitors. Do not panic. Evacuate only by stairways. Do not use elevators. The decision to use an elevator for evacuation of disabled employees or an injured employee during a fire emergency should be made by the responding Fire Department.
5. Floor and area monitors should be instructed that in the event of a fire or other situation which may interrupt elevator service, they should check the elevators on their floor for trapped passengers. The monitor should advise trapped passengers to remain in the car away from the doors and to wait for assistance. Trapped passengers should be instructed on the automatic operation of the telephones located in each car. When button is pushed the phone will automatically dial the guards station, manned 24 hours a day. **DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. ATTEMPTS TO OPEN THE DOORS AND/OR EXIT THE CAR MAY RESULT IN LOSS OF LIFE OR SERIOUS INJURY.** The appropriate elevator mechanics or rescue personnel should then be notified through the **USDA Hotline, (301) 504-2411.**

Bomb Threat

If a Threat is Made Over the Telephone:

Should an employee receive a bomb threat over the telephone the following actions should be taken:

1. Do Not Panic.
2. ***Make note of exactly what the caller said.*** Also, note the tone of the voice and its characteristics: was there an accent or regional dialect, was the caller male or female, etc. Also, note if there was background noise, i.e., traffic, machinery, music, etc.
3. If possible, attempt to ***keep the caller on the line*** while alerting another employee to what is happening and directing them to call **(202) 708-1111** first and then contact security on **(301) 504-2367**. There may be enough time to trace the call.

Bomb threats or any threatening or harassing phone calls can be traced by **(DO NOT DIAL 9 FIRST)** *57 immediately after the call is received. After hanging up, pick up the phone, listen for a dial tone, and dial *57. Listen for the confirmation announcement, which should advise you that an automatic line trace has been activated in WITS2001 and should direct you to contract the Federal Protective Service (FPS) immediately on 202-708-1111

Suspect Packages:

1. If for any reason employees may suspect that a package, carrying case, or other bundle contains a bomb, you should immediately notify the Office of Operations, **USDA Security guard personnel at (301) 504-2367**.
2. No attempt should be made to move the object.
3. Evacuate all persons in the immediate area and await instructions from **USDA Security personnel**.

Medical Emergencies

Employees may be injured in an accident or become ill and require immediate medical attention. The Health Unit is located in Room 2-L140, on the lower level of building two (2). The phone number is (301) 504-2398. A registered nurse is on-site from 6:30 a.m. through 3:00 p.m. on normal workdays. If you have an emergency medical situation during normal working hours and the Health Unit nurse is not available, please contact 911.

In cases of severe injury or heart attack, the Fire Department should be notified immediately on 911; callers should give:

1. Name.
2. Building address and room number.
3. Telephone number.
4. Nature of the problem.

Terrorist Incident/Hostage Taking

A threat which has emerged over the past decade has been that of terrorism. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention or seek revenge.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what the individual employee should do if they experience a terrorist incident. However, a few general instructions follow:

1. Do not panic.
2. Follow all instructions of law enforcement personnel.
3. If afforded an opportunity, make note of the physical description of the perpetrator(s). Even small details can help law enforcement personnel in making identification.
4. If taken hostage, remain calm and follow the instructions of the perpetrator. Remember, in a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker apprehended.

Hazardous Materials

Although the USDA George Washington Carver Center is primarily an administrative center, an incident involving hazardous material, including natural gas, could require an emergency response by occupants and Office of Operations staff. Such materials could be flammable or explosive, or be toxic upon inhalation or by direct contact. If any employee is involved in an accident involving a hazardous substance, or happens upon a spill or leak, they should do the following:

1. Evacuate the immediate area.
2. Immediately notify USDA Hotline on (301) 504-2411, providing:
 - a. Name.
 - b. Location.
 - c. Telephone number.
 - d. Nature of problem including, if possible, identification of the substance involved.
3. If any persons have been overcome by fumes, attempt to remove them from the area and call the Fire Department at 911.

Demonstrations

Politically motivated groups may attempt to demonstrate in front of the George Washington Carver Center, illegally gain entrance or attempt to shut down operations by preventing employees from entering a building. Every effort will be made to minimize disruptions and to carry on normal activities. In the event of demonstrations, the following actions should be taken by all employees:

1. At all costs, avoid contact and confrontations with the demonstrators. Such actions are often the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2. Seek unobstructed entrances, even if you must walk around to the other side of the building.
3. Be ready anytime to present your USDA identification pass to security guards, law enforcement officers or USDA officials.
4. If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.
5. Follow all instructions by law enforcement personnel and USDA officials.

Power Failure

Occasionally, a power failure will disrupt activities in part or all of the USDA George Washington Carver Center. As most spaces have windows, occupants can open drapes and blinds to provide outside light. The USDA George Washington Carver Center is equipped with emergency standby generators capable of supporting life safety equipment, emergency lighting and one elevator in each building. These generators will provide enough illumination for persons to evacuate the area, but not enough to carry on normal operations.

Should persons become stranded in an elevator during a loss of power, they may notify the security desk by pushing the button on the phone located in the elevator. When answered the caller must give his or her:

1. Name.
2. Elevator car number.
3. Floor number if known.

Maintenance personnel will be dispatched to remove passengers from the cars. DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. ATTEMPTS TO OPEN THE DOORS AND/OR EXIT THE CAR MAY RESULT IN LOSS OF LIFE OR SERIOUS INJURY. Passengers are to remain in the car and away from the doors and wait for assistance.

Weather-Related Emergencies

Hazardous Weather:

Occasionally, the Washington, D.C. Metropolitan Area is adversely affected by hazardous weather conditions, such as heavy snowfall, extreme icing or hurricane conditions. These extremes in weather can make commuting to and from work by car dangerous or subject the bus and rail transportation services to delays and overcrowding. Traffic jams hamper the efforts of the area highway departments to clear road surfaces of ice, snow, or debris. Under these conditions it may be necessary for the Federal Government to adjust the work hours of its employees in the Washington Metropolitan Area, in order to ensure their safety and to assist local and state government efforts in clearing transportation routes. Early dismissal, late arrival, or closing offices for a day may become necessary. Such decisions are made on a case-by-case basis by the Office of Personnel Management (OPM) Interagency Advisory Board (Ref: DPM-630 Subchapter 11-6g).

Early Dismissals:

Hazardous conditions may develop during work hours, which could cause long delays in homebound traffic. Under such circumstances, the OPM Interagency Advisory Board may order an early dismissal of all nonessential Federal personnel in the Washington Metropolitan Area. Essential personnel are those who are required to carry on vital or emergency services. Determinations of who is essential are made by heads of agencies. Once the OPM Interagency Advisory Board has decided to release employees early, the board will then notify the USDA Director of Personnel, who then notifies each USDA agency personnel officer. The personnel officers' specific leave policy instructions will depend on the circumstances at the time of the announcement.

Hazardous Conditions Developing Overnight:

Should hazardous weather conditions develop during the night, a delayed arrival, liberal leave policy or closing of Federal offices may be declared by the OPM Interagency Advisory Board. Such declarations will be scattered via local radio, television and print media as early as possible. The specific policy will depend upon weather conditions at the time. Employees are urged to monitor morning radio and television broadcasts when hazardous weather conditions are forecasted.

SECTION III

ORGANIZATION

Emergency Command Post Location

The Emergency Command Post is located at the guard post in the entry building. Telephone **(301) 504-2367**.

All emergency operations included in the OEP will be directed from the Emergency Command Post.

When an emergency is declared the fire alarm may sound.

When an emergency is declared all OEP personnel will immediately report to their assigned posts and stand by to receive further instructions from the Emergency Command Post. Do not leave your post until you have been released by the Emergency Command Post. Baseball-type hats are provided and must be worn to identify you as a member of the OEP Emergency Team.

Alternate Emergency Command Post

Alternate Post is the Fire Alarm Room located on the Loading Dock.

Emergency Command Post Team

Designated Official: Katie Malone
Title: Acting Director, Customer Service Team
Telephone: (301) 504-1776
Radio Number: Unit 1

Designated Official Alternate: Harry Kunze Edward Hicks Sr.
Title: Cust. Ser Representative or Cust. Ser. Specialist
Telephone: (301) 504-1776 (301) 504-1776
Radio Number: Unit 2 Unit 20

Emergency Response Team: John Scorsune
Title: Project Manager
Telephone: (301) 504-2411
Radio Number: Unit 5

Emergency Response Team: Paul Ceccorulli
Title: Chief Engineer
Telephone: (301) 504-1774
Radio Number: Unit 6

Emergency Response Team: Darren Jones Erik Humphrey
Title: Cust. Ser. Representative or Cust. Ser. Representative
Telephone: (301) 504-1776 (301) 504-1776
Radio Number: Unit 3 Unit 29

Medical Coordinator: Mary Ellen Haga
Title: Occupational Health Nurse
Telephone: (301) 504-2399 (Emergency Only)
Radio Number: Unit 70

Security Advisor: Sharon Ballenger Janice Ross
Title: Security Specialist or Security Specialist
Telephone: (301) 504-2421 (301) 504-2421
Radio Number: Unit 76 Unit 82

Administrative Officer: Carletha McGriff Laurie Lewis
Title: Administrative Asst. or Administrative Asst.
Telephone: (301) 504-1776 (301) 504-1776
Radio Number: Unit 50 Unit 4

Designated Official

Post: Emergency Command Post
Alternate

Backup: Alternate Designated Official
As Assigned

During Emergency:

1. Activate Emergency Response Team.
2. Exercise overall command responsibility for orderly evacuation of occupants. Directions are given via building alarm system or two-way radio.
3. Receive floor monitor reports and determine when the building is completely evacuated.
4. Order return of occupants to the building when properly advised it is safe.

Continuing Responsibilities:

1. Train, supervise and evaluate building monitor organization.
2. Ensure adequacy of facilities for evacuation and handling of emergencies, such as exit signs, operability of building safety features, etc.
3. Disseminate emergency procedures to building occupants.
4. Obtain and issue appropriate monitor equipment and supplies.

Floor Monitor

Post: Assigned Floor

Backup: Designated
Area Monitor

During Emergency:

1. When alarm sounds, proceed to your assigned floor; verify presence of area and stairwell monitors.
2. Maintain contact with the Emergency Command Post and notify any problems in the area.
3. The floor and area monitors will search for the exact location, evacuate vicinity of emergency first, so emergency forces can be directed.
4. Direct area evacuees to nearest exits. If the emergency is in that area, direct evacuees away from emergency area to other stairwells on that floor.
5. Check with area monitors and disabled employee helpers to see that all occupants have evacuated all rooms in the area.
6. After checking with area monitors and helpers, inform the Emergency Command Post that all occupants have evacuated the building.
7. Assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.
2. Know area boundaries and room layouts for evacuation/checking purposes.
3. Be familiar with the location of persons with disabilities in the area.
4. Report fire, safety and evacuation hazards in area to Designated Official.
5. Participate in training with monitors of the OEP.
6. Report OEP discrepancies to the administrative contact on (301) 504-1776.

Area Monitor

Post: Assigned Area

Backup: Designated Stair Monitor

During Emergency:

1. When alarm sounds, proceed to assigned area. Determine if floor monitor is on duty. If not, assume that position; advise stair monitors to perform duties of area monitors.
2. Direct area evacuees to nearest exits. If the emergency is in that area, direct evacuees away from emergency area to other stairwells on that floor.
3. Check all rooms in area to see that all occupants have evacuated.
4. Advise floor monitor that area is evacuated and exit.
5. Assist in stairway exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be thoroughly familiar with primary and backup duties during emergencies.
2. Know area boundaries and room layouts for evacuation/checking purposes.
3. Report fire, safety and evacuation hazards in area to floor monitors.
4. Be familiar with the location of persons with disabilities in the area.
5. Participate in training with monitors of the OEP.
6. Report OEP discrepancies to the administrative contact (301) 504-1776.

Stairwell Monitor

Post: Door to Assigned Stairwell

Backup: Appointed as Needed

During Emergency:

1. Go to assigned stairway; inspect for smoke or other obstruction; if obstructed, direct occupants to another stairway; keep door open during evacuation.
2. Control orderly movement of occupants into and within stairway; see that they walk, not run; keep occupants moving in a single file down the stairway; exercise calming influence.
3. When all other personnel have gone down the stairwell, close the stairwell door and notify the area monitor that the area is clear. Proceed down the stairs and exit.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.
2. Be familiar with the location of persons with disabilities in the area.
3. Report fire, safety and evacuation hazards in area to area monitor.
4. Participate in training with monitors of the OEP.
5. Report OEP discrepancies to the administrative contact on (301) 504-1776.

Link Monitor

Post: Door to Assigned Link

During Emergency:

1. Go to the assigned link; inspect for smoke or other obstruction; if obstructed, or fire alarm is activated in adjacent building direct occupants to other stairwells.
2. Links between buildings provide horizontal evacuation for employees with disabilities.
3. Control orderly movement of occupants into and within link; see that they walk, not run; keep occupants moving in a single file. Exercise calming influence.
4. When all personnel have cleared link, close door and notify the area monitor that area is clear. Proceed to the nearest stair or link and exit.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.
2. Be familiar with the location of persons with disabilities in the area.
3. Report fire, safety and evacuation hazards in area to area monitor.
4. Participate in training with monitors of the OEP.
5. Report OEP discrepancies to the administrative contact on (301) 504-1776.

Disabled Employees and Helpers

Post: As Assigned

Backup: As Assigned

During Emergency:

1. The USDA Beltsville Office Facility is designed to enable employees with disabilities to relocate to another building during building evacuation (horizontal evacuation). The buildings are linked by an archway with fire doors that close automatically when the fire alarm is activated. If horizontal evacuation is not feasible, helpers will assist employees with disabilities from their work places to their assigned Evacu-Trac chairs and then to the nearest safe stairwell.
2. If necessary, lower or assist personnel with disabilities down the stairwell as directed by the stairwell monitor.
3. In the event of a bomb threat, employees with disabilities can use the elevator for egress.
4. Evacuate the employee with a disability away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be familiar with the location of persons with disabilities in the area.
2. Report fire, safety and evacuation hazards in area to floor monitor.
3. Participate in training with monitors of the OEP, and in the use of evacuation equipment.
4. Report OEP discrepancies to the administrative contact on (301) 504-1776.

Emergency Response Team

The Emergency Response Team consists of contract personnel and members of Office of Operations staff. These personnel are familiar with the construction of the building, its operating systems and equipment. All team members are equipped with radios for communicating with the Emergency Command Post. This team will be augmented by other contract personnel as required.

During Emergency:

The following actions will be taken by the Emergency Response Team:

1. Report to the location of the emergency. Assess emergency/damage and act to control dangerous conditions including:
 - a. Initiating fire suppression or confinement.
 - b. Assisting Fire Department.
 - c. Disconnecting utilities or equipment.
 - d. Bomb search.
 - e. Rescue and assistance.
 - f. Relocating or evacuating occupants.
 - g. Making emergency repairs.
2. Advise when it is safe for personnel to return to the building.

Security Advisor

Post: Emergency Command Post

Backup: As Assigned

During Emergency:

1. Report to the Emergency Command Post and assist the Designated Official as directed.
2. Coordinate all security personnel to respond as needed.
3. Coordinate the orderly return of the building occupants.

Continuing Responsibilities:

1. Work with the administrative contact to keep OEP updated.
2. Know area boundaries and room layouts for evacuation/checking purposes.
3. Keep the Designated Official advised of any non-availability for emergency duties of more than one hour.

Administrative Contact

Post: Emergency Command Post

Backup: As Assigned

During Emergency:

1. Report to the Emergency Command Post and assist Designated Official as directed.

Continuing Responsibilities:

1. Document and keep files on emergencies when Emergency Command Post is activated.
2. Maintain rosters and records of names, assignments, phone numbers, background and training of monitor organization personnel.
3. Request appointment of replacement monitor personnel when vacancies occur.
4. Updates OEP.

Medical Coordinator

Post: Health Unit Room 2-L140

Backup: As Assigned

During Emergency:

1. Maintain contact with Emergency Command Post.
2. Mobilize First Aid Team.
3. Coordinate all medical personnel to respond as needed.
4. Evacuate building (if necessary).

Continuing Responsibilities:

1. Make recommendations regarding medical evacuations and emergencies.

SECTION IV

PLAN

Medical & First Aid

Designated Official

1. Single emergency:
 - Call 911.
 - Notify Health Unit.
 - Notify medical coordinator.
2. Multiple injuries:
 - Call 911.
 - Notify Health Unit.
 - Notify medical coordinator.
 - Notify Melwood Project Manager.
 - Notify USDA Building Manager.
 - Notify GSA Control Center.

Medical Coordinator:

1. Single emergency:
 - Call 911.
 - Go to Health Unit Room 2-L140
 - Notify USDA Building Manager.
 - Monitor activities.
2. Multiple injuries:
 - Call 911.
 - Go to Health Unit Room 2-L140
 - Notify USDA Building Manager.
 - Advise regarding medical assistance.

Floor Team:

1. Obtain medical assistance (see emergency call list).
2. Notify emergency coordinator.
3. Meet Responding Emergency Unit.

Emergency Response Team:

1. Multiple injuries:
 - Provide aid and rescue services.
 - Reserve elevator(s) for emergency use.

Natural Disasters (Advance Notice):

Designated Official:

1. Activate Emergency Response Team.
2. Review plans.
3. Notify occupants.

Emergency Response Team:

1. Building damage prevention.
2. Protect windows and doors.
3. Secure outdoor objects.

Natural Disaster (During Emergency):

Designated Official:

1. Activate Emergency Response Team.
2. Review plans.
3. Notify occupants.

Medical Coordinator:

1. Advise regarding medical assistance.

Floor Teams:

1. Direct occupants to safe locations.

Emergency Response Team:

1. Assess Damage.
2. Capture assigned elevators and restrict use until determined safe (mechanical inspection may be required).
3. Provide repair service as needed.
4. Isolate unsafe areas in conjunction with floor teams.
5. Determine needs for controlling dangerous conditions.

Fire

Designated Official:

1. Go to Emergency Command Post.
2. Activate Emergency Command Team.
3. Verify fire department response (911).
4. Verify FPO response.
5. Brief responding officials.

Medical Coordinator:

1. Go to Health Unit Room 2-L140
2. Advise regarding medical assistance.

Emergency Response Team:

1. Maintain communication with Emergency Command Post.
2. Assist Fire Department.

Other Floor Teams:

1. Inform occupants.
2. Maintain control of occupants.
3. Control egress.
4. Follow floor team instructions if conditions become untenable.

Bomb Incident/Explosion

Emergency procedures involving explosions are initiated by the security staff in concert with the Assistant Secretary for Administration. Should a building evacuation or a relocation of certain personnel to other areas become necessary, directions will be given by floor monitor system. The following instructions apply if the order to evacuate or relocate personnel is given:

Designated Official:

1. Verify evacuation/relocation order with USDA Security.
2. Announce evacuation/relocation instructions for monitors and occupants.
3. Verify FPO response.

Medical Coordinator:

1. To be notified and mobilize First Aid Team, if necessary.

NOTE: The function of personnel proceeding to the area of an explosion is to aid the injured, prevent loss of life, and to keep personnel away from the debris until the OEP Team, FPS and/or police arrive. Nothing is to be touched other than that required in the medical process.

Hazardous Materials

Designated Official:

1. Order evacuation/relocation.
2. Verify notification of appropriate agency, i.e., FPS, 911, PG County, etc.
3. Do not permit occupant reentry until it is determined safe by competent authority.

Medical Coordinator:

1. Activate First Aid Team.

Demonstrations

Emergency procedures involving demonstrations are initiated by the USDA security staff in concert with the Building Manager. Should the assistance of the monitor organization be needed, personnel will be notified by telephone. Avoid any interaction with the demonstrators. Follow instructions of the USDA security staff personnel.

Power Failure

Designated Official:

1. Try to ascertain cause of failure
2. Notify occupants to remain in office and open all blinds and office doors to let in more light.
3. Advise occupants not to pull fire alarm
4. Activate Emergency Command Team if necessary.

Child Care Center

The following are policies and procedures that are to be followed during an emergency evacuation.

DO NOT PANIC

1. All children are directed by teachers to exit according to emergency routes posted on door. Alternate routes are also posted.
2. Teachers gather and transport Infants and Toddlers in portable evacuation cribs out the playground exit. Twos and Preschoolers are partnered and evacuated under teachers' guidance.
3. Teachers carry evacuation bags, which include: emergency contact information, allergy information, blankets, dry food, bottled water and first aid kits.
4. The Director/Asst. Director verifies all children have been evacuated and accounted for from Center. Director/Asst. Director also takes USDA radio, cell phone and center binder.
5. Children and staff meet at USDA Pavilion, which is the designated evacuation location. Children are assessed and accounted for.
6. Staff/Children wait for further instructions from USDA/Office of Operations.
7. Due to individual buildings being self contained, emergency evacuation alternate locations are as follows: From the Pavilion, children and staff will be escorted to the cafeteria, which is located in Building 1, via shipping and receiving area; or Room 3-1160, located in Building 3; or Room 4-1255, located in Building 4.
8. Once an "all clear" is given by the fire department and USDA/OO officials, children and staff are escorted back into the Center

SECTION V

Floor Monitors

Radio Numbers Assigned for the Floor Monitors for the OEP

<u>Location</u>	<u>Floor Monitor</u>	<u>Emergency Radio Number</u>
LL. Bldg. One	Leonard Trujillo	16
1 st Fl., Bldg. One	Mary Baker	101
2 nd Fl. Bldg. One	Lawan Jacobs	102
<hr/>		
LL. Bldg. Two	Alan B. Glover	200
1 st Fl. Bldg. Two	Pat Cecil	201
2 nd Fl. Bldg. One	Gerrard Campbll	202
<hr/>		
1 st Fl. Bldg. Three	Lynn Buchanan	301
2 nd Fl. Bldg. Three	Michael Witles	302
<hr/>		
1 st Fl. Bldg. Four	Terry Rupe / Pam Cochran	401
2 nd Fl. Bldg. Four	Ann Packett	402

Emergency Command Post Team

Designated Official: Katie Malone
Title: Acting Director of Customer Services
Telephone: (301) 504 -1776
Radio Number: Unit 1

Designated Official Alternate: Edward Hicks
Title: Sr. Customer Services Representative
Telephone: (301) 504 -1776
Radio Number: Unit 20

Emergency Response Team: John Scorsune
Title: Project Manager
Telephone: (301) 504-2411
Radio Number: Unit 5

Emergency Response Team: Leonard Trujillo
Title: Project Manager
Telephone: (301) 504-2411
Radio Number: Unit 16

Emergency Response Team: Harry Kunze
Title: Customer Services Specialist
Telephone: (301)
Radio Number: Unit 2

Emergency Response Team: Paul Ceccorulli
Title: Lead Engineer
Telephone: (301)
Radio Number: Unit 6

Medical Coordinator: Mary Ellen Haga
Title: Occupational Health Nurse
Telephone: (301) 504-2399 (Emergency Only)
Radio Number: Unit 70

Security Advisor:
Title:
Telephone:
Radio Number:

Sharon Ballenger
Security Specialist
(301) 504-2421
Unit 76

Administrative Officer:
Title:
Telephone:
Radio Number:

Laurie Lewis
Administrative Asst.
(301) 504-1776
Unit 4

Administrative Officer:
Title:
Telephone:
Radio Number:

Carletha McGriff
Administrative Asst.
(301) 504-1776
Unit 50

BUILDING ONE

Lower Level – Building # 1

Floor Monitors

Primary: Leonard Trujillo
Alternate: Bunny David

Melwood CFM
Melwood CFM

Area Monitors Zone One

Primary: Janet Shorter
Alternate:

OCIO

Area Monitors Zone One

Primary: Mary Battle
Alternate: Efford Moton/James Whittington Melwood CFM

Melwood CFM

Area Monitors Zone One

Primary: Ricardo Raynor
Alternate: Rudale Blake

Melwood CFM
Melwood CFM

Stairwell Monitors

Stairwell Number One

Primary: Karen Winter
Alternate: Wanda Banks

Melwood CFM
Melwood CFM

Stairwell Monitors

Stairwell Number One

Primary: Ted Levy
Alternate: Oliver Anderson

Melwood CFM
Melwood CFM

Link Monitors

Emergency Doors Between Buildings #1 and #2

Primary: Delores Brown
Alternate: Mark Shrader

Melwood
Melwood

First Floor – Building # 1

Floor Monitors

Primary: Mary Baker

Alternate: Christine Clark

NRCS/RIAD

NRCS/RIAD

Area Monitors Zone One

Primary: Dave Moffitt

Alternate: ?

NRCS/RIAD

Area Monitors Zone Two

Primary: Marisa Capriotte

Alternate: Melvin Westbrook

NRCS/RIAD

NRCS/RIAD

Area Monitors Zone Three

Primary:

Alternate:

Stairwell Monitors

Stairwell Number One

Primary: Freda Brown

Alternate: Jeff Goebrel

NRCS/RIAD

NRCS/RIAD

Stairwell Number Two

Primary:

Alternate:

Link Monitors

Link Number One

Primary: ?

Alternate: ?

Link Number Two

Primary: Pamela Eludyin

Alternate: ?

NRCS/EAST REG.

Second Floor – Building # 1

Floor Monitors

Primary: Shirley Canahan

Alternate: LaWan Jacobs

NRCS/MGMT SERV.

NRCS/MGMT SERV.

Area Monitors Zone One

Primary: Don Comis

Alternate: Bob Sowers

NRCS/MGMT SERV.

NRCS/MGMT SERV.

Area Monitors Zone Two

Primary: Stephen Perigo

Alternate: Mohamed Ibraheim

FSIS

FSIS

Area Monitors Zone Three

Primary: Velma Brooks

Alternate: Steven Smith

NRCS/CRED

NRCS/RID

Stairwell Monitors

Stairwell Number One

Primary: Alternate:

Stairwell Number Two

Primary: Gerald Smith

Alternate: Brenda Redding

FSIS

FSIS

Link Monitors

Link Number One

Primary: Xavier Montoya

Alternate: Cheryle Delamater

NRCS/CRPC

NRCS/CRPC

Link Number Two

Primary: Sandy Miller-Hays

Alternate: Valerie Herberger

ARS

ARS

BUILDING TWO

Lower Level – Building # 2

Floor Monitors

Primary: Alan Glover

FSIS

Alternate: Michael O'Donnell

FSIS

Area Monitors Zone One

Primary: Kristin Gwin

FSIS

Alternate: Corinne Colhoun

FSIS

Area Monitors Zone Two

Primary: Ed Hicks

OO

Alternate: Erik Humphrey

OO

Area Monitors Zone Three

Primary: Betsy Kogan

FSIS

Alternate: Tom Wright

FSIS

Stairwell Monitors

Stairwell Number One

Primary: John Elliott

DA/RSS

Alternate: Nicole Smith

DA/RSS

Stairwell Number Two

Primary: Carol Zroika

FSIS

Alternate: Vikki Beaty

FSIS

Link Monitors

Link Number One

Primary: Evelyn Williams

OO

Alternate: Kimberly Nicholas

Child Development Center

Link Number Two

Primary: Darren Jones

OO

Alternate: Tracy Perin

Child Development Center

First Floor – Building # 2

Floor Monitors

Primary: Pat Cecil
Alternate: Jane Grant

NRCS/SCI
NRCS/ITD

Area Monitors Zone One

Primary: Jack Zechman
RD/SCI/IO/LAB
Alternate: Dennis Lytle

Area Monitors Zone Two

Primary: Ragh Singh
Alternate: Jack Stanley

FSA/SCI
FSA/SCI

Area Monitors Zone Three

Primary: Sue Krieg
Alternate: Darcia Williams

NRCS/ITD

Stairwell Monitors

Stairwell Number One

Primary: Thomas Bennett
Alternate: Don Whitcomb

NRCS/ITD
NRCS/PER

Stairwell Number Two

Primary: Cathy Klinger
Alternate: Pete Sowa

Contractor/SCI
Contractor/SCI

Link Monitors

Link Number One

Primary: Jeaneane Ware
Alternate: Chanceie McRae

National FAC
National FAC

Second Floor – Building # 2

Floor Monitors

Primary: Ron Harris

NRCS/INFO-

TECH

Alternate: ?

Area Monitors Zone One

Primary: Allan Dix

NRCS/Outreach

Alternate: ?

Area Monitors Zone Two

Primary: Tonya Nguyen

NRCS/AH&CWPD

Alternate: Ann Jenkins

NRCS/AH&CWPD

Area Monitors Zone Three

Primary: Beth Marik

OIG

Alternate: Dina Moxey

OIG

Stairwell Monitors

Stairwell Number One

Primary: Gerrard Campbell

OIG

Alternate: Denise McLean

OIG

Stairwell Number Two

Primary: Andrew Beverly

OIG

Alternate: Janet Petruccy

OIG

Link Monitors

Link Number One

Primary: Tonya Johnson

NRCS/AH&CWPD

Alternate: ?

BUILDING THREE

First Floor – Building # 3

Floor Monitors

Primary: Lyn Buchanan	ARS
Alternate: Katherine (Kit) Hoyle	ARS

Area Monitors Zone One

Primary: Marianne Plumb	ARS
Alternate: Helene Saylor	ARS

Area Monitors Zone Two

Primary: Pat McGarvey	ARS
Alternate: Donna Williams	ARS

Area Monitors Zone Three

Primary: Pam McDonagh	ARS
Alternate: Joanne Kennedy	ARS

Stairwell Monitors

Stairwell Number One

Primary: Molley Hamilton	ARS
Alternate: Kim McGregor	ARS

Stairwell Monitors

Stairwell Number Two

Primary: Margaret Goods	ARS
Alternate: Pat Humphrey	ARS

Link Monitors

Link Number One

Primary: Judy Capozzi	ARS
Alternate: Nicholas Stewart	ARS

Courtyard Monitors

Primary: Iris Rosa	ARS
Alternate: Mary Oxner	ARS

Employees Needing Assistance

Twila Hunt (Roy Wells)	ARS
Carolyn Snyder-Mason (Karen Yezek/Lyn Buchanan)	ARS
Sharon Neafsey (Lynda Jackson)	ARS

Second Floor – Building # 3

Floor Monitors

Primary: Michael Witles

ARS

Alternate: Bruce Jackson

ARS

Area Monitors Zone One

Primary: Terry Knight

ARS

Alternate: Chulee (Pin) Harris

ARS

Area Monitors Zone Two

Primary: Roni Clurman

ARS

Alternate: TaWanna Peterson

ARS

Area Monitors Zone Three

Primary: Amanda Daye

ARS

Alternate: Jill Philpot

ARS

Stairwell Monitors

Stairwell Number One

Primary: Brenda Messer

ARS

Alternate: Georgia Talkington

ARS

Stairwell Number Two

Primary: Deadra Perry

ARS

Alternate: Kim Hicks

ARS

Link Monitors

Link Number One

Primary: Lyndia Countee

ARS

Alternate: Meghan Ryan

ARS

Employees Needing Assistance

James Salter (Barbara Fergus)

ARS

Iris Mars (John Reese)

ARS

Linda Simpson (Patricia Degen)

ARS

BUILDING FOUR

First Floor – Building # 4

Floor Monitors

Primary: Pan Cochran

ARS

Alternate: Terry Rupe

ARS

Area Monitors Zone One

Primary: Amanda Milner

ARS

Alternate: Tara Dillion

ARS

Area Monitors Zone Two

Primary: Darleen Masten

ARS

Alternate: Jessica McDough

ARS

Area Monitors Zone Three

Primary: Mike Bryson

ARS

Alternate: Dan Domingo

ARS

Stairwell Monitors

Stairwell Number One

Primary: Susan Stickles

ARS

Alternate: Patricia Burkins-Yondji

ARS

Stairwell Monitors

Stairwell Number Two

Primary: Judy Morrison

ARS

Alternate: Anita Kopman

ARS

Link Monitors

Link Number One

Primary: Ray Carrion

ARS

Alternate: Patricia Dobson

ARS

Link Monitors

Link Number Two

Primary: Shannon Lee

ARS

Alternate: Ibrahim Shaqir

ARS

Employees Needing Assistance

Second Floor – Building # 4

Floor Monitors

Primary: Anne Packett	ARS
Alternate: Pam O'Dell	ARS

Area Monitors Zone One

Primary: Jill Stetka	ARS
Alternate: Anna Earl	ARS

Area Monitors Zone Two

Primary: Rosemary Callahan	ARS
Alternate: Derald Everhart	ARS

Area Monitors Zone Three

Primary: Nancy Hobbs	ARS
Alternate: Viola Matthews	ARS

Stairwell Monitors

Stairwell Number One

Primary: Tony Koontz	ARS
Alternate: Renee Miller	ARS

Stairwell Number Two

Primary: Janice Forrest	ARS
Alternate: Lolita Mangra	ARS

Link Monitors

Link Number One

Primary: Cindy Hanna	ARS
Alternate: Dottie Tapscott	ARS

Link Number Two

Primary: Sharon Brann	ARS
Alternate: Nancy Nicholson	ARS

SECTION VI

APPENDIX 1

FLOOR PLANS BUILDING ONE (1) THRU (4)